

EDITED KSA LISTING

CLASS: OFFICE ASSISTANT (Typing)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

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	Knowledge of:
K1	Basic knowledge of automated office equipment (e.g., photocopier, fax, personal computer, multi-line telephone, etc.) to routinely perform assigned duties.
K2	Basic knowledge of office procedures (e.g., filing, answering telephones, receptionist duties, supply/equipment ordering, etc.) to perform daily assigned duties.
K3	Basic knowledge of mathematical computations (e.g., addition, subtraction, multiplication, division) to compute/compile statistical reports and complete standard forms (e.g., timesheets, supply requests, etc.).
K4	General knowledge of various filing systems (e.g., alphabetic, chronological, numeric, subject matter, etc.) to maintain an organized filing system that would allow for swift and accurate retrieval of documents/information.
K5	Basic knowledge of grammatical structure (e.g., proper sentence structure, spelling, punctuation, etc.) to accurately proofread/correct documents produced within the office setting.

	Skill to:
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S1	Follow oral and written instructions to effectively perform assigned duties.
S2	Perform mathematical computations to complete basic addition, subtraction, multiplication and division problems associated with assigned duties.
S3	Perform basic clerical duties, such as sorting, filing, maintaining records and proofreading to effectively perform assigned duties.
S4	Communicate effectively to successfully perform assigned duties.
S5	Instruct, lead, and train staff and/or inmates to provide guidance in order to complete assigned duties.
S6	Operate various office machines (e.g., mail/stuffer/sorter, photocopier, etc.) in order to complete assigned duties.
S7	Type 40 words per minute to produce final documents/products (e.g., memos, letters, charts, reports, etc.).

	Ability to:
A1	Lift and carry up to 25 pounds in order to stock supplies, purge files, distribute mail, etc.
A2	Evaluates situations accurately and take an effective course of action to provide service in the performance of assigned duties.